

Professional and Managerial Branch
Planning Group
Planning Series

PLANNER II

04/03 (JAS)

General Purpose:

Under direction, perform professional work to prepare and recommend planning standards, and administer assigned urban planning and development, or zoning programs.

Typical Duties:

Plan and conduct studies of land use, special privilege and other designated urban planning and development programs which includes participating in developing methodologies for related planning projects. Involves: Engage in highly technical research and analysis of population, housing, property ownership, social and economic demographics, transportation, environmental impact and other specialized aspects of urban and extraterritorial jurisdiction areas. Evaluate survey findings, identify significant issues, determine options, document findings and develop recommendations for use on complex subdivision, land use, urban design and site analysis projects. Prepare elements of the El Paso Comprehensive Plan. Coordinate changes to City ordinances pertaining to assigned programs. Process applications such as special use applications and planning change requests, and City land sales and leases to ensure compliance with state and local regulations and with the City's comprehensive plan. Review preliminary and final plats, and design and construction plans. Prepare draft and final copies of graphics including maps, photographs, tables and design concept drawings.

Plan and direct application, review, interpretation and modification of regulations of zoning ordinances, preparation, processing and presentation of related applications, and other technical support for the Zoning Board of Adjustment, if assigned. Involves: Conduct plan review of permit applications if necessary. Lead or personally review, solicit innovative approaches to zoning regulation and propose ordinance amendments based on current planning activities and programs. Coordinate permit application review and other zoning ordinance requirements compliance procedures with other City departments and federal and state agencies. Investigate and prepare explanations regarding application of zoning regulations to specific existing or planned projects or facilities. Prepare and present zoning verification documents and department recommendations on appeals, special exceptions and variances. Check drawings for compliance, request maps to locate structures, photograph structures in applications, confirm history and legal status of cases, compile application area mailing list, approve notification letters to affected parties, verify that application is advertised as required, receive and respond to comments about applicant's request, and review applications with staff for recommendations. Complete and post meeting agendas, present cases for approval or denial, record and check board actions, and maintain official public minutes of hearings and actions.

Represent the department and provide technical support, information and guidance on planning issues within scope of accountability. Involves: Confer with developers, engineers, architects, attorneys, real estate agents, brokers, boards, commissions, concerned citizens and community groups to discuss proposed subdivisions of land, zoning or other City planning issues. Investigate and review subdivisions to assure compliance with federal, state and local legislation. Collaborate with other planning professionals to integrate assigned programs with zoning, transportation, parks, utilities or similar programs, as necessary. Consult with local officials concerning compilation and interpretation of research for community development projects. Participate in meetings, which includes developing and delivering presentations of City Council, Zoning Board of Adjustment, other boards, committees or public groups as required. Provide technical training and guidance to department employees in areas of expertise, and ensure cooperation with other functionally interested organizations. Respond to requests for information on ordinances, codes, policies, plans and procedures, including interpretation of subdivision requirements, comprehensive planning documents, land development applications, land use documents and other planning documents.

Direct administration of assigned programs. Involves: Review, organize and prioritizes operational and procedural activities. Provide input for department budget preparation. Investigate grant opportunities including using the Internet, grant related publications and contacts such as private foundations on possible sponsorships. Establish objectives and develop plans to implement funds, program requirements and procedures in conjunction with grant program recipients. Write grant proposals and submit grant applications. Prepare statistical information. Oversee grant budgets including authorizing and initiating payments for services. Assist in documenting grant funding activities as mandated by federal agencies and for inclusion in long-term planning documents. Prepare recurring and special status and results reports, and maintain related activity records.

Supervise assigned staff. Involves: Schedule, assign, guide and check work. Appraise employee performance. Engage in or arrange for employee training and development. Enforce personnel regulations, department policies, and work rules regarding attendance, standards of conduct and safe practices. Counsel, motivate and

maintain harmony among subordinates. Interview applicants. Recommend hiring, terminations, transfers, discipline, merit pay increases and other employee status changes.

Perform miscellaneous incidental related professional and administrative duties contributing to the realization of department objectives as assigned. Involves: Substitute for own supervisor, co-workers or subordinates during temporary absences as qualified by carrying out specified duties to maintain continuity of normal services, if delegated. Perform specified aspects of work of other positions under general supervision for training purposes. Assist supervisor in training and orientation of less knowledgeable employees by explaining and demonstrating work performed. Serve on ad hoc committees and engage in special projects as required. Participate in professional meetings, conferences and training seminars to stay abreast of changes and trends of the profession.

Knowledge, Abilities and Skills:

- Considerable knowledge of urban planning and zoning, land development and building construction principles and methods.
- Considerable knowledge of planning research practices.
- Considerable knowledge of zoning codes, and related development and construction ordinances.
- Good knowledge of supervisory techniques, work conduct standards, attendance and safety practices.
- Ability to formulate effective urban development, renewal, and conservation plans.
- Ability to apply planning research techniques to general and specific urban studies and projects.
- Ability to analyze complex situations and formulate effective solutions to such problems.
- Ability to firmly and impartially supervise, train and evaluate assigned personnel.
- Ability to establish and maintain effective working relationships with fellow employees, subdividers, developers, contractors, officials, City department and government agencies and groups interested in planning or zoning, and the public, some of whom may be irate..
- Ability to communicate clearly and concisely, orally and in writing, including mathematical, legal, regulatory and statistical information, to effectively present, persuade, negotiate, and mediate issues by explaining technically complex oral and written requirements and objectives for interested groups and the public, and to maintain accurate files and prepare comprehensive reports.
- Skill in the safe operation and care of a motor vehicle.
- Skill in the safe operation and care of a personal computer or network workstation, and generic business productivity, geographic information systems and other specialized urban planning software.

Other Job Characteristics

- Occasional work in a field environment, including traversing uneven terrain.
- Occasional driving through City traffic.

Minimum Qualifications:

Education and Experience: Equivalent to an accredited Bachelor's Degree in public or business administration, planning, urban development, architecture, engineering or a related field, plus three (3) years of professional experience in urban, regional or community planning, or building or zoning code enforcement, including plan review, inspection or other land development processing..

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Human Resources Director

Department Head